



United States Environmental Protection Agency
American Indian Environmental Office
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460



General Assistance Program (GAP) Online

Tribal User Guide

Version 2.0



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1 INTRODUCTION

The Indian Environmental General Assistance Program Act of 1992 provides programmatic authorization for the General Assistance Program (GAP). GAP provides an opportunity for tribes to build capacity and management capability to develop environmental programs and is administered by the Environmental Protection Agency (EPA). Under the Program, tribes can tailor capacity-building to address their environmental priorities. GAP provides the opportunity for a tribe to plan, develop, and establish an integrated environmental management program including the capability to manage specific regulatory programs.

GAP is one part of the continuing effort of the EPA to facilitate tribal establishment of environmental programs. GAP has become both a core tribal environmental program and a core EPA program, representing the largest single source of funding for Tribal environmental programs awarded by EPA. GAP has increased from an original funding of \$8.4 million in 1994 to \$57 million for the year 2007. The current overall funds expended for the GAP program total over \$640 million.

GAP provides financial resources in the form of direct funding to federally recognized tribes and intertribal consortia. In its administration of GAP, EPA also provides technical assistance to tribal governments and intertribal consortia to develop multimedia programs that address environmental issues in Indian Country.

GAP enables tribes and intertribal consortia to:

- Identify baseline environmental needs in order to build capacity to administer an environmental program or develop a tribal environmental program that is tailored to individual tribal needs.
- Establish the administrative, legal, technical and enforcement capability of tribes to develop and implement a tribal environmental program, including the capacity to manage EPA-delegated programs.
- Foster compliance with federal environmental statutes by developing appropriate tribal environmental programs, ordinances and public education and outreach programs.
- Establish a tribal communications capability to work with Federal, State, Local, Tribal, and other environmental officials.
- Establish the tribal capacity to develop and implement management programs through program-specific assistance.

Source: American Indian Environmental Office



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1.1 General Assistance Program (GAP) Online System

The GAP Online System provides EPA Grantees and Project Officers with a centralized tool for creating work plans and reporting progress. The designs are based on the format of the most current EPA GAP Guidance Guideline (GAP Guidance for 2006).

1.2 GAP Online Tribal User Guide

The GAP Online Tribal User Guide is a reference for the Tribal Grantees and Project Officers. The GAP Online Tribal User Guide provides the Tribal Grantees and Project Officers with the ability to enter their work plans. The tribal user may also update and edit the work plan prior to submitting the work plan to the Regional Project Officer. In addition, the tribal user may edit the work plan if requested to do so by the Regional Project Officer. The tribal user may also delete the work plan, if necessary.

Additional management support and information is available to the tribal user as provided in the Summary Reports. The Summary Reports provide a number of informational reports on the distribution of grants by various categories for both the individual tribe and on a national basis. The report format and output are displayed in either a pie chart or table.



2 WHAT'S NEW IN GAP ONLINE 2.0

GAP Online 2.0 has many new features and functions for the tribal user as well as the Regional Project Officer. These new features and functionalities emerged from the various training sessions AIEO conducted during the rollout of GAP Online 1.0. We collected suggestions for enhancements and resolved work flow issues that were identified with the first release of GAP Online. As GAP Online continues to evolve, AIEO looks to the tribes in addressing how GAP Online can be further improved to facilitate the development and negotiation of work plans to best serve the tribal community.

2.1 New Features for the Tribal User

- A new User Interface to better address the process flow of Work Plan development.
- The ability to copy Work Plans from previous years and edit them with new components and commitments for the coming year.
- Email notifications between the Tribal User and Project Officer are automated for each part of the negotiation process.
- The work plan locks when the Tribal User is editing the work plan.
- A Save history to prompt the user to save their work every 15 minutes.
- A Save reminder appears if the Tribal User adds new entries or makes changes to existing entries but forgets to save before moving to a new screen.
- Commitments are now part of the Component screen so the Tribal User will see the commitments as they are developed for each component.
- Attachments that are out-of-date or erroneously added to the Work Plan can be deleted.
- Comments are inserted directly into the Components or Commitments to which they apply.
- Tribal Users can respond to the comments inserted by the Project Officer.
- Attachments open in a separate browser window.
- Sorting functionality is now available on all columns in the Work Plan.
- New screens allow the Tribal User to upload Narrative Background information, the tribe's budget.
- A new screen for Position Title, Position Description, and percent of work covered by the GAP grant.
- The Tribal User is able to download the Work Plan as an Open Office file **(NOTE: To view and edit documents using Open Office, you will need to download and install a copy of Open Office from their web site (<http://www.openoffice.org/>). Please note that the download for Open Office may take a considerable amount of time).**



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3 THE BASICS

The GAP Online is web-based application created with a standard interface to provide a consistent look and feel. GAP Online uses commonly recognized window design for the ease of the tribal user.

The following section provides an overview of the common design and use functionality.

3.1 Logging in to and Exiting GAP Online

To log in to GAP Online, follow these steps:

1. Access the GAP Web site.
2. The Login screen will appear (Figure 1).

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Login (Authorized users only)

To login to the GAP Tracking System, please type in your username and password, then click on the "Login" button.
(Password is case sensitive.)

Username:

Password:

Figure 1

3. Enter your user id and password provided by the Regional Project Officer at the time you registered for access to GAP Online.

Note: Passwords are case-sensitive; be sure to use the correct capitalization (lowercase).

4. It is recommended that you change the password of the tribal user account on a 90-day basis and use a complex password (at least 8 characters of upper and lower case and numbers).



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5. To change the password, select the Change Password button. A popup window will appear (Figure 2). In order to change the password, you must have your browser's setting set to accept Pop-ups.
6. Contact your GAP Project Officer if you forget your password.

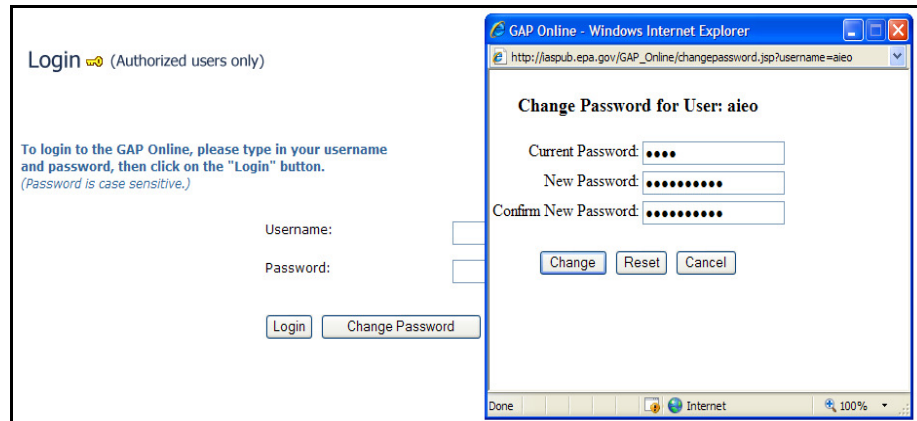


Figure 2

7. Select **Login**.
8. When you log in for the first time as the tribal user for your tribe, you will need to enter the email address of the Project Officer assigned to review, comment, and approve your work plan (Figure 3).

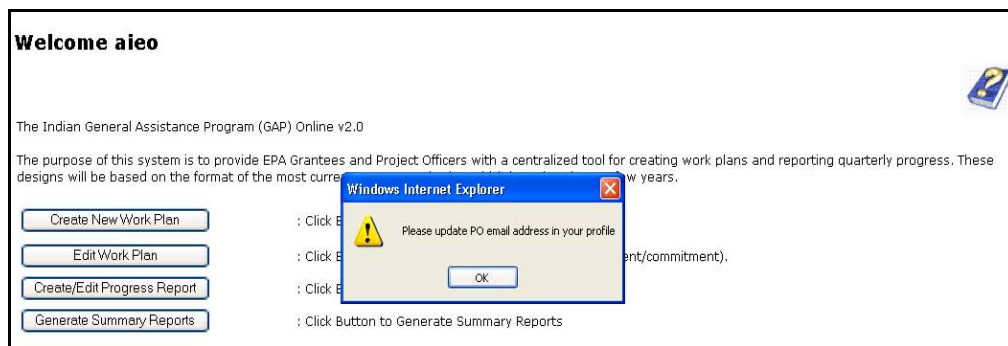


Figure 3

9. To enter your Project Officer's email address, click on the User Profile on the left menu bar (Figure 4).



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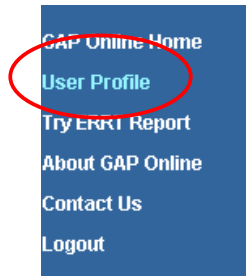


Figure 4

10. Please enter the Project Officer's email and your email when you first log in so that your Project Officer knows when a work plan is submitted and you know when a work plan is commented.

11. The **GAP Report Home** will appear (Figure 5).

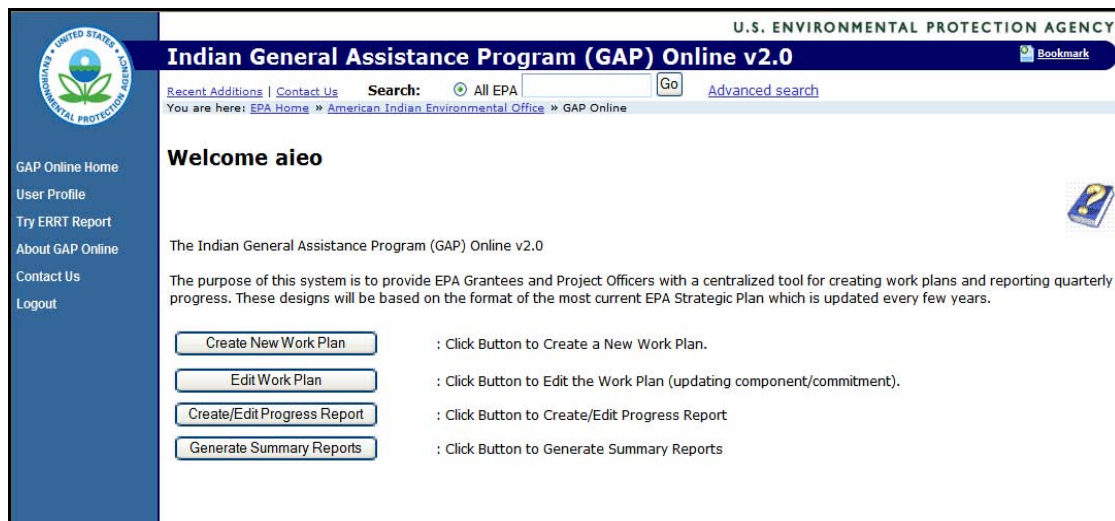


Figure 5

12. Select the task that you wish to complete.

To log out of GAP Online, follow these steps:

1. **Save your work in the window that you are working.** Please make sure to save your work often while you are developing a work plan. Lost connections to the GAP server can result in lost work so save often to ensure your work plan is current.
2. Select **Logout** on the left side of the **GAP Report Home** screen (Figure 6).



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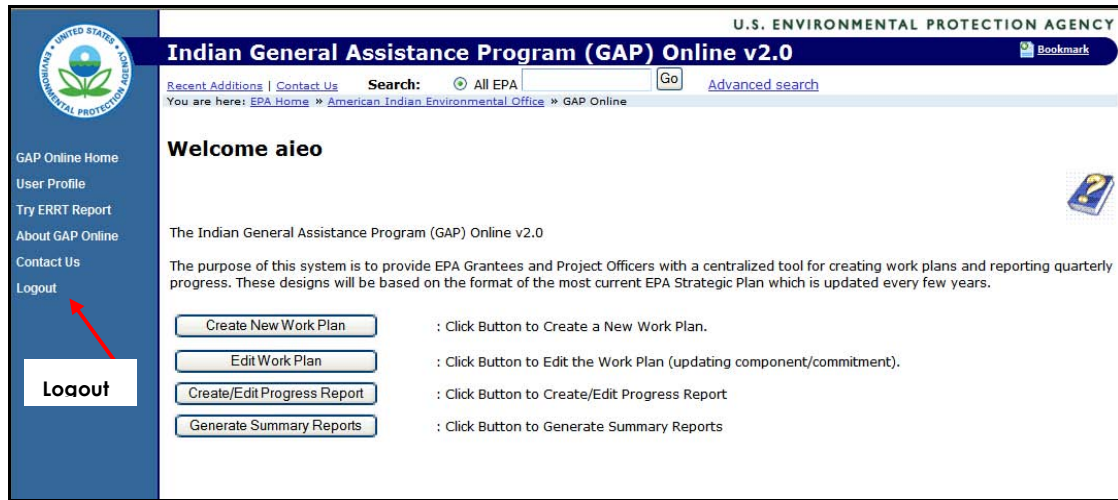


Figure 6

3.2 Menu Bar

GAP Online menu bar contains a menu that lists the specific tasks that may be completed by the tribal user. Once you log into GAP Online, you may select a specific task.

The following menu items are listed below.

Menu	Description
GAP Online Home	Returns user to the GAP Online Welcome Home Page
User Profile	Lists the Tribal User Profile information including Name and Contact Information
Try ERRT Report	Will allow you to access the Environmental Results Reporting Tool (ERRT) developed by EPA Region 9 Regional Tribal Operations Committee
About GAP Online	Access information about GAP Online and program guidance
Contact Us	Lists the EPA contact information for the Tribal User
Logout	Logs user out of GAP Online



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3.3 GAP Functionality Selections

The GAP functionality available to the tribal user includes the option to Edit Work Plans, Create or Edit Progress Reports and Generate Summary Reports (Figure 7).

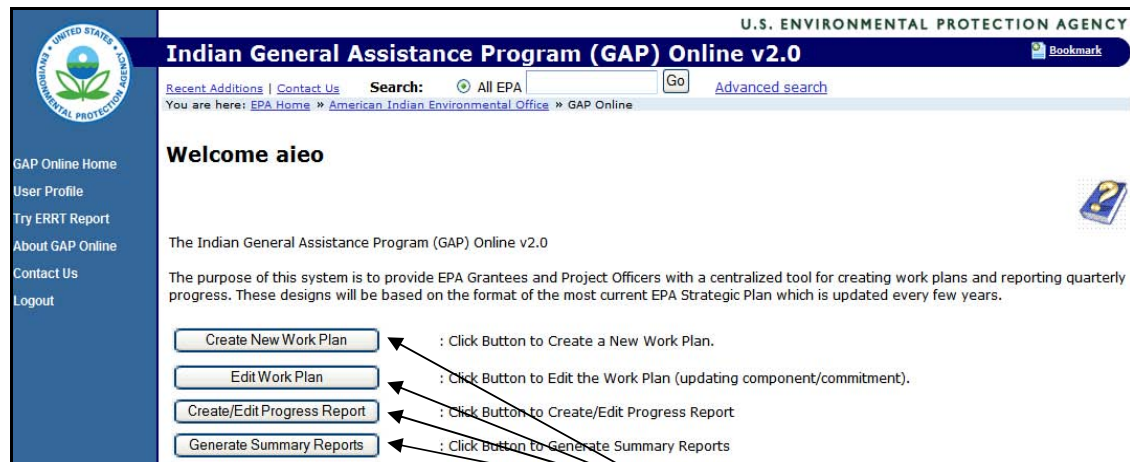


Figure 7

Menu	Description
Create New Work Plan	Provides access to create a Work Plan
Edit Work Plan	Provides access to view, update, delete and print a Work Plan
Create/Edit Progress Report	Provides access to report on work plan implementation and review work plans that are in progress
Generate Summary Reports	Provides access to windows to create reports. You can access both National and Regional reports based on grant types, number of tribes participating, or projected environmental outcomes.



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3.4 GAP Windows

Each task that you can complete in GAP Online, such as entering data into a work plan, is assigned to one or more windows. All aspects of the work plan correspond to the various windows, from starting the work plan template, to the components screen, to the commitments table embedded within each component's window.

To open a window:

1. From the menu options located to the left on the **Welcome** screen, select any of the linked tasks that you want to explorer.
2. Choose the task and the corresponding window will appear.

Data Entry Fields

Data entry fields are fields in which you can make a selection or enter information. You will use many different types of data entry fields throughout GAP Online (Figure 8).

Figure 8

The Lookup field will display the selection available for you to insert the proper information.

The Save button is the primary button to save your work on the window within GAP Online.



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The Display-only field shows the information that is already entered into the system. It cannot be edited or changed.

Scrolling windows

Scrolling windows always appear within another window. Use scrolling windows to view a list of previously entered records or transactions. Some scrolling windows allow you to view either single or multiple lines of information for each item in a scrolling window (Figure 9).

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Create New Work Plan

Tribe: Native Village of Diomedes (aka Inalik)

Region: 10

Work Plan Period: Begin: End:

Copy Data from Previous Work Plans? ☐

Scrolling Window

Figure 9



3.5 GAP Process Flow

The following is a high level visual display of the overall GAP Online Process Flow of the primary functions (Figure 10). You may also refer to the individual sections for additional process flow displays.

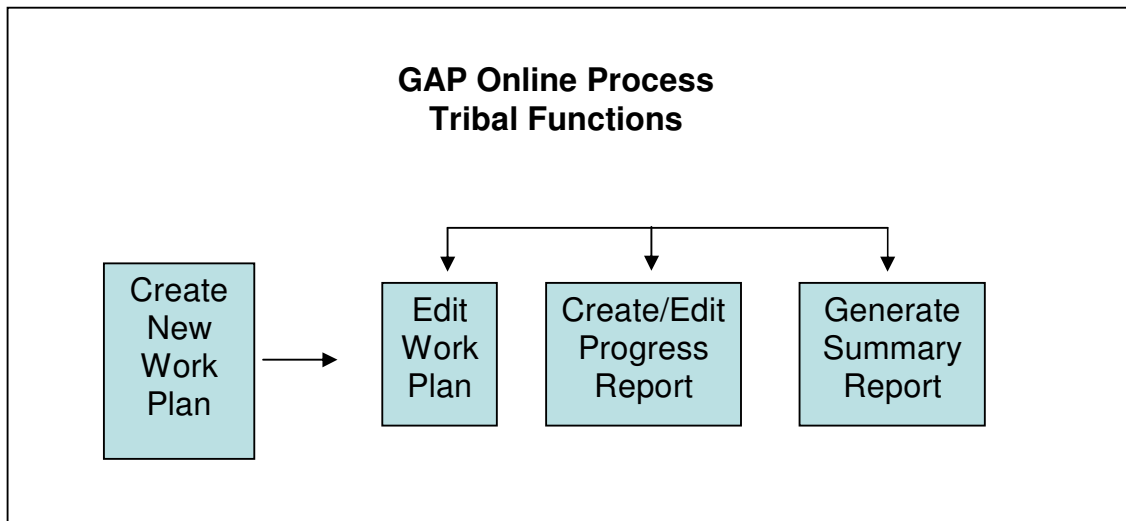


Figure 10



4 WORK PLAN

The work plan is created by the tribe. A work plan is composed of tribal specific data. The work plan data is composed of the work plan components, descriptors, financial attributes, descriptive information and additional attachments. The work plan is managed in a cooperative effort between the tribe, the EPA Regional office in which the tribe is located, and EPA Headquarters.

The following is a high level visual display of the overall work plan process flow (Figure 11).

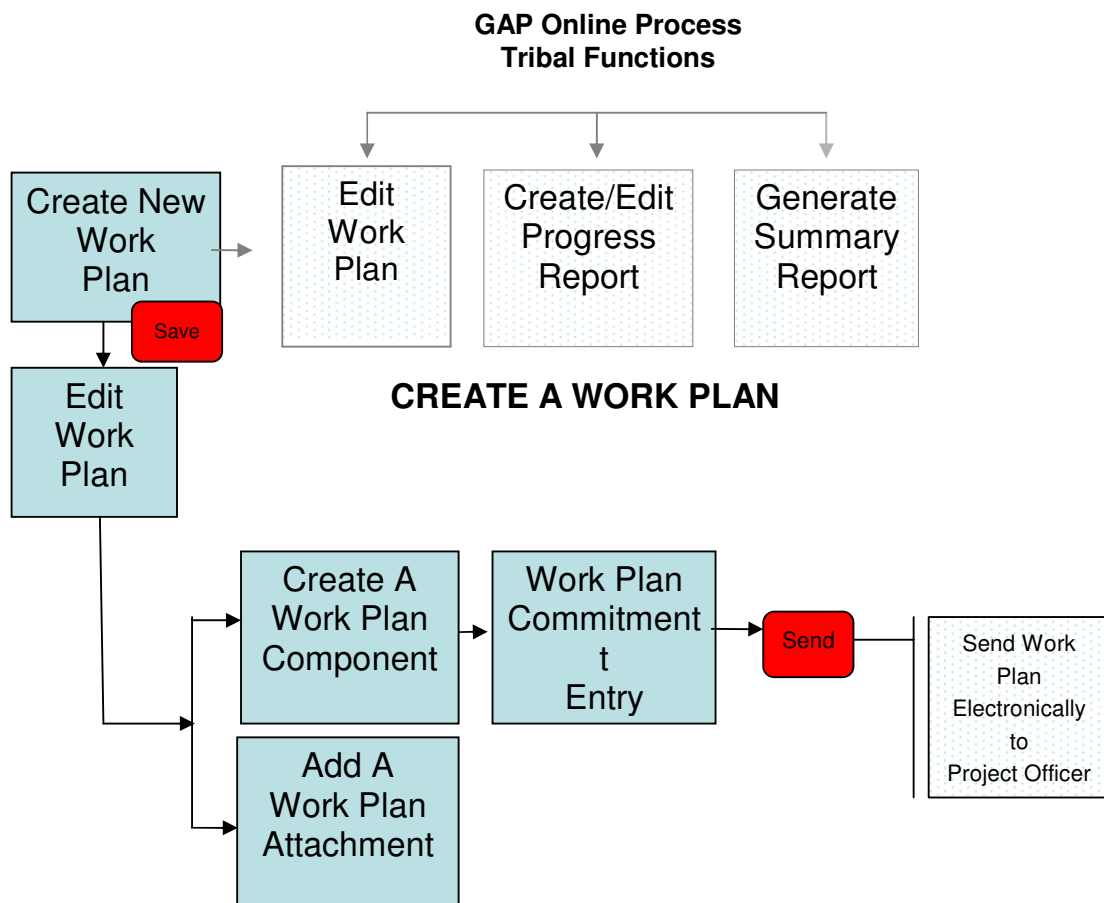


Figure 11



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4.1 Create a Work Plan

A new work plan is created by the tribe. A tribe can create new work plans and maintain existing work plans for each year a plan is in place. A work plan can include any number of components. Each component can include any number of commitments.

The tribe will create a work plan to submit to the Project Officer assigned to the tribe by the EPA Region. The Project Officer will review, negotiate, and approve each submitted work plan. The work plan must be completed to the fullest extent possible (all required fields are populated with information) prior to the submission to the EPA Region.

To create a new work plan:

1. Select the **Create New Work Plan** option (**first button**) from the group of buttons on the welcome page (Figure 12).
2. The tribe name and Region identification information will already be entered for you in a display field.

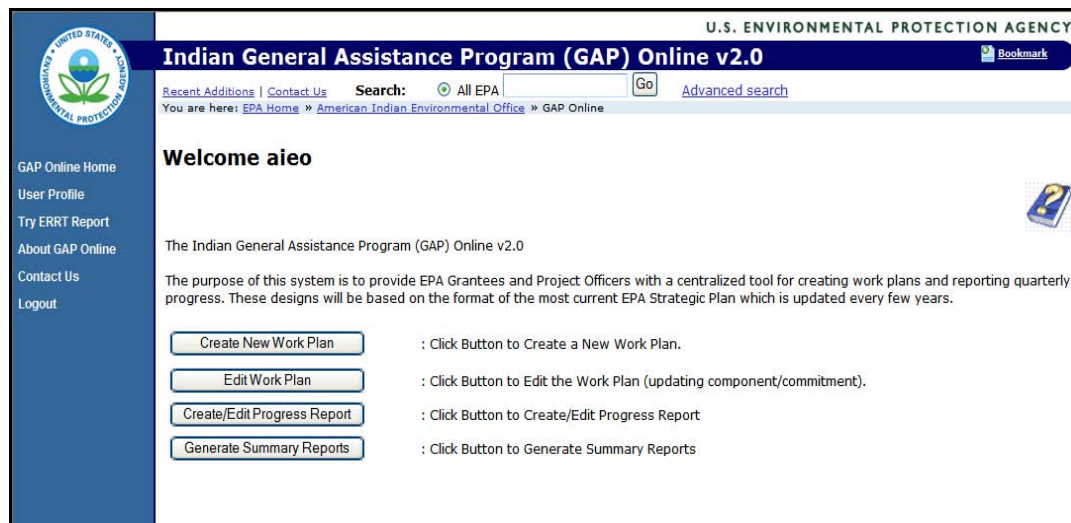


Figure 12

3. Select the appropriate Work Plan Period for your new work plan from the available calendar (Figure 13).



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Create New Work Plan

Tribes: Native Village of Diomed (aka Inalik)
Region: 10
Work Plan Period: Begin: 10/01/2008
End: 09/30/2009
Copy Data from Previous Work Plans? ☐

Figure 13

- If you wish to edit an existing work plan, selecting **Copy Data from Previous Work Plans** (Figure 13) will allow you to select any work plan previously created. Click in the “Copy Data from Previous Work Plans” box to select this option then click outside the box to view the table of all available work plans (Figure 14). This feature is useful if you are continuing a project started in the previous fiscal year or starting a new work plan similar to one from an earlier year.

Copy Data from Previous Work Plans? <input checked="" type="checkbox"/>					
	Start	End	Status	Grant Number	# of Components
<input type="radio"/>	10/01/2008	09/30/2009	Commented	1234_56789	1
<input type="radio"/>	10/01/2008	09/30/2009	Created		4
<input type="radio"/>	04/13/2009	12/23/2009	Created		3

Figure 14

- Press the **Save** button to save your record.
- If you wish to add background information, such as a tribal narrative or a separate budget for the work plan, you can add them as specific attachments by clicking on the **Tribal Background** button at the top of the **Edit Work Plan** screen (Figure 15).



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Tribe: Raven Tribe

EPA Tribal Code: 999

Region: 20

Status: Created

Grant Number: To be entered by Project Officer


Author:

Work Plan Period: Begin:

End:

Figure 15

7. From this screen, you can upload the tribe's background information and a spreadsheet or document for the budget.
8. The **Position Information** button (Figure 16) allows you to identify the skill sets of the people who will be utilized in performing the work identified in the work plan as well as the percentage of the GAP funding that will be used to support them.

 **Position Information**

Create New Position

Category:

Category Description:

Position Title (Select from Existing Positions):

Or, Enter a New Position Title

Percentage of Position Paid by GAP %

Existing Positions

Position	Category	% Paid by GAP	Action
<input type="button" value="Add New Position"/>			

Figure 16

This is a required field for entry.

9. Click on the **Save** button to save the position information.



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4.2 Create a Work Plan Component

Once you have created a new work plan, you may add the work plan component(s), as necessary.

1. Once you have saved your work plan, the **Edit Work Plan** screen will appear (Figure 17).

Edit Work Plan

[Previous](#)

Tribe: Native Village of Diomedes (aka Inalik) [Tribal Background](#)

EPA Tribal Code: N07

Region: 10

Status: Created

Grant Number: To be entered by Project Officer

Author: aieo

Work Plan Period: Begin: 10/01/2008 End: 09/30/2009

[Save](#)

[View as PDF](#) [View as Open Office](#) [Print Change History](#)

[View Change History](#)

[Attachment](#)

Work Plan Component

ID	Title	Description	Primary Capacity Area	Estimate Cost	Work Year	Action
----	-------	-------------	-----------------------	---------------	-----------	--------

[Create New Component](#)

Figure 17

2. Enter the component information for your Work plan by completing the following steps. You will use the scroll bar on the right side of the window. Once you see the Work Plan Component section, you will begin to enter the appropriate Work Plan Component information.
3. Select the **Create Work Plan Component** button (Figure 18).



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The screenshot shows the top of a web application. On the left is a magnifying glass icon. To its right is the title "Work Plan Component". Below this is a table with seven columns: ID, Title, Description, Primary Capacity Area, Estimate Cost, Work Year, and Action. Below the table is a button labeled "Create New Component". An arrow points from the text "Create New Work Plan Component Button" to this button.

Figure 18

4. The **Work Plan Component Entry** screen will appear (Figure 19).

The screenshot shows a form titled "Work Plan Component" with a magnifying glass icon. Below the title is a note: "An asterisk (*) indicates required field." The form contains several fields: "Title *" with a dropdown menu showing "Type New Title" and a text input "Choose Title from list or Type New Title"; "Description *" with a text input "Owner is aieo"; "Primary Capacity Area Developed:" with a dropdown menu showing "Legal"; "Environmental Outcome *" with a large text input; "Intermediate Outcomes *" with two text inputs and a button "Add More Intermediate Outcomes ..."; "Estimated Component Cost *" with a text input "\$0"; and "Estimated Work Year (FTE) *" with a text input "1" and the word "Year". A "Save" button is at the bottom left.

Figure 19

Scroll down on the **Work Plan Component Entry** screen to enter the information. All required information will have an asterisk (*) after the field name.

- a. Enter the appropriate title as you wish to word it or select a pre-defined title from the drop-down list of available titles.

This is a required field for entry.



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- i. You may create a New Title by entering the information into the editable field (Figure 20). Please note the title of a work plan component cannot be greater than one hundred characters.

Figure 20 shows a form titled "Title *". It contains a text input field with the placeholder text "Type New Title" and a small blue dropdown arrow on the right side. Below this input field is a larger, empty rectangular box for additional text.

Figure 20

- ii. If you want to use a pre-defined title for the work plan, select from the drop-down list of available titles (Figure 21).

Figure 21 is a blue rectangular box containing a list of pre-defined titles for selection. The titles are: Environmental Research, Management of Environmental Office, Travel and Training, Financial Management, Water Quality Monitoring (for baseline purpose only), Air Quality Monitoring (for baseline purpose only), and Pollution Prevention (Recycling).

Figure 21

- b. Enter a description of the work component associated with the work plan. The description gives an overview of what environmental activities the component will address.

This is a required field for entry.

- c. The **Primary Capacity Area Developed** drop-down list provides the following options (Figure 22). Select a Primary Capacity Area that identifies the kind of activities that will be undertaken to fulfill the component.

Figure 22 is a blue rectangular box containing a list of Primary Capacity Area options for selection. The options are: Legal, Enforcement/Compliance, Technical, Communication, Administrative, and Solid/Hazardous Waste Implementation.

Figure 22

- d. Enter the description of the Environmental Outcome.



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This is a required field for entry.

- e. Enter descriptions of the Intermediate Outcomes related to this work plan component. The Intermediate Outcomes are in bulleted format. If you want to include more than two (2) Intermediate Outcomes, click on the “Add More Intermediate Outcomes” button (Figure 23).

This is a required field for entry.

Intermediate Outcomes * : •
•

Figure 23

- f. The next field will allow you to enter the Estimated Component Cost.

This is a required field for entry.

- g. Enter the Estimated Work Year (FTE) associated with this Work Component. The Estimated Work Year is the amount of time needed to complete the component. This can be a whole number or a decimal. The duration of the component's work year should not exceed the duration of the entire work plan.

This is a required field for entry.

5. Choose the **Save** button to save the record.
6. If there are fields that do not have information entered in them, an error message will be returned (Figure 24). Click “OK” on the message and enter the required information to advance to the next screen.



Work Plan Component

An asterisk (*) indicates required field.

Title *
Pollution Prevention (Recycling)

Description * :
Owner is aieo

Primary Capacity Area Developed:

Environmental Outcome * :
ERROR: required

Intermediate Outcomes * :
ERROR: required
Add More Intermediate Outcomes ...

Estimated Component Cost * : \$0

Estimated Work Year (FTE) * : 1 Year

Save

Figure 24

4.3 Create a Work Plan Commitment

Once you have created a work plan component, you may add the commitment(s), necessary to achieve each component of the work plan. Commitments are task-oriented activities that have shorter durations than the components. There can be any number of Commitments for any Component.

1. Once you have saved your component, you will be returned to the **Edit Work Plan** Component screen. Click on the **Create New Commitment** button at the bottom of the page to start entering commitments (Figure 25).

Work Plan Commitment

Create New Commitment

ID	Commitment *	Primary Capacity Area *	Estimate Cost	End Date mm/dd/yyyy	Outcome and Deliverable *	Action
----	--------------	-------------------------	---------------	---------------------	---------------------------	--------

Figure 25



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2. Enter the work commitment information for your work plan component (Figure 26). All information for the commitment is stored in the commitment table and remains on the same screen as the component. This allows you to retain the component information as you develop the commitments.

ID	Commitment *	Primary Capacity Area *	Estimate Cost	End Date mm/dd/yyyy	Outcome and Deliverable *	Action
3.1	<input type="text"/>	Legal	\$0	<input type="text"/>	<input type="text"/>	<input type="button" value="Save"/>

Figure 26

3. Enter the commitment information by completing the following steps. You should capture as much detail as possible for completing the commitment.

- a. Enter a description of the commitment as you wish to word it to indicate what aspect of the component is being addressed by the commitment.

This is a required field for entry.

- b. The **Primary Capacity Area** drop-down list provides the following options (Figure 27). Because a component can have several commitments, it is important to label what aspect of the component the commitment is addressing by selecting the capacity area.



Figure 27

This is a required field for entry.

- c. Enter the **Estimated Commitment Cost**. The sum total should be representative of the total cost for the commitment but does not have to be equal to the estimated cost for the component.



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- d. Enter the **End Date** for when this commitment will be completed.
- e. Enter the **Outcome and Deliverable** for the commitment. This will be reported in the Progress Report for the work plan.

This is a required field for entry.

4. Choose the **Save** button to save the record.




4.4 Adding Attachments and Background Information

You may attach additional documentation and information to support your work plan. To attach a document, complete the following steps.

1. From the **Edit Work Plan** screen, use the **Browse** function to select the document that you wish to attach to the work component (Figure 28).



Figure 28

2. Select the  icon to upload the document associated with the work component.
3. You may review other attachments that are associated with the work component by clicking on the option with the  icon.
4. A list of available attachments will appear.
5. If you find a document has been uploaded by mistake, or if you have another document that is more recent, you can delete the document by clicking on the  icon to remove it from your work plan.
6. Once you have completed all of the necessary work components and commitments and uploaded all the supporting documents associated with the work plan, click the **Send** button. A pre-populated field of information specific to your tribe will appear in the next screen (Figure 29). You will need to fill in the version number of the work plan as well as any additional comments you have for the Project Officer who reviews the tribe's plan.



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Comment:

Tribe Name : Raven Tribe
Submitted By : aieo
Submitted on : 2008-09-30 16:16:06
Version :
Comment :

Figure 29

7. When you are ready to send the plan, click the **Submit** button.



5 EDIT WORK PLAN

The work plan is the basis for the tribal management function. The work plan provides the tribe with the opportunity to submit data in a precise, informative and comprehensive manner. Once the work plan has been created, the tribal user may view the work plan details accordingly through GAP Online. In addition, the tribal user may view the work plan components. If a work plan is submitted to the Regional Project Officer for review and comment, the tribal user cannot edit or modify the work plan until the Regional Project Officer returns or releases the work plan to the tribal user.

The following is a high level visual display of the overall View Progress Report Process Flow (Figure 30).

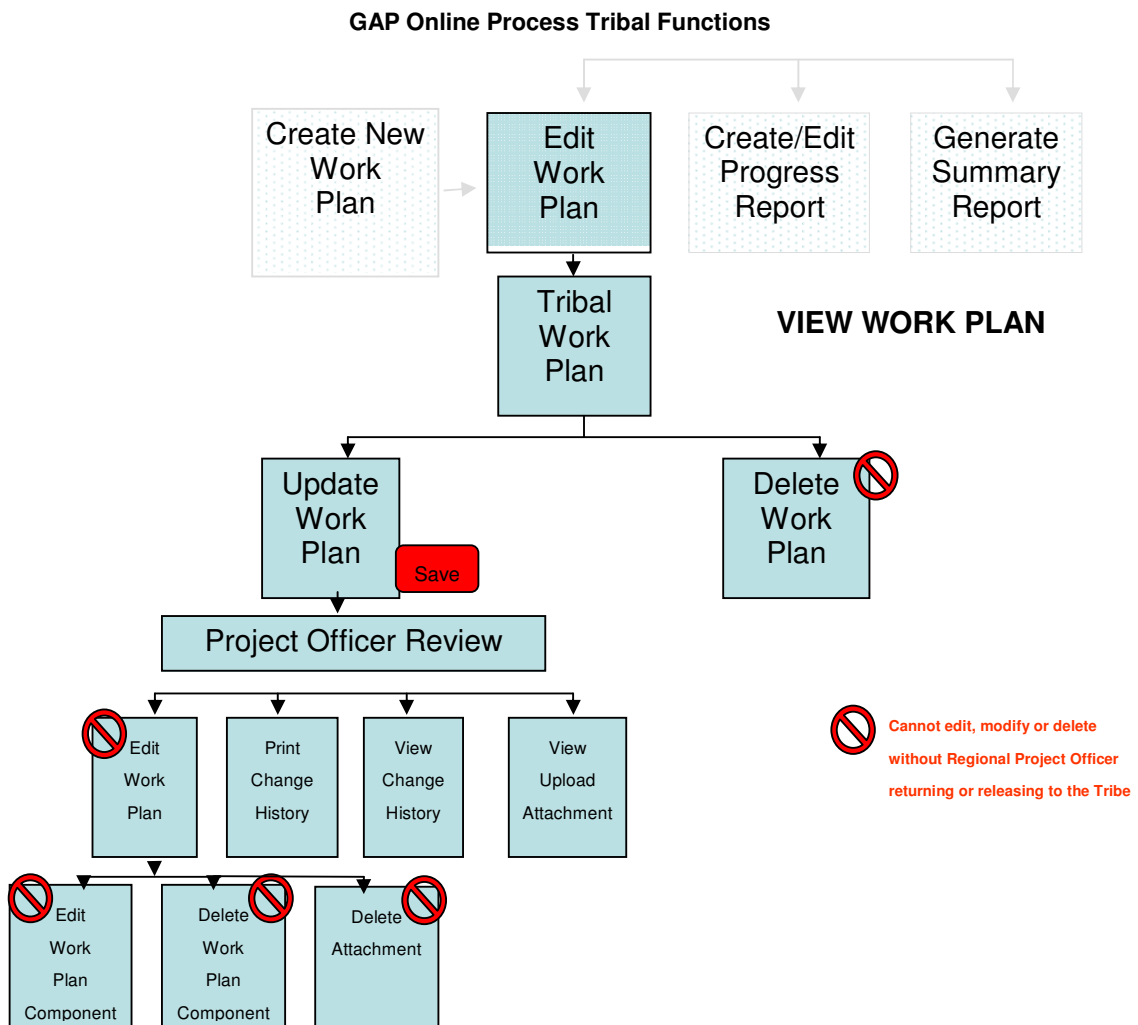


Figure 30



5.1 Work Plan View

A tribal user can view a work plan once the information has been entered and submitted to the Regional Project Officer; however, the tribe can not edit the document or modify it unless the document has been returned or released by the Project Officer.

A work plan can be in one of the following states during its lifecycle:

- **Created**: the tribal user created the work plan, which can be edited in this state.
- **Submitted**: the tribal user submitted the work plan to the Regional Project Officer for approval. The work plan is non-editable by tribal user. The Regional Project Officer can either approve or comment.
- **Commented**: the tribal user can read comments and modify the work plan. After the modification, the work plan must be re-submitted to the Regional Project Officer.
- **Approved**: the work plan is approved. In this status, the Regional Project Officer can unlock it if the tribal user has additional information to include. If the work plan is unlocked, it reverts to the Commented status.
- **Final**: no changes can be made at this time.

To view a work plan:

1. Select the **Edit Work Plan** option (Figure 31)

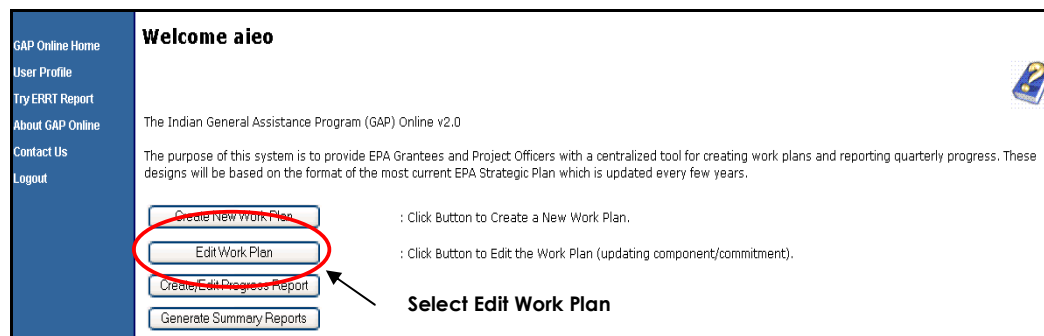



Figure 31

2. The tribe's work plans will be displayed.
3. Identify the work plan from the list.
4. To view the work plan, select the option with the  icon under the **Action** column.



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5. Once you have selected the work plan under the Action column, you can review each component and its commitments within the work plan (Figure 32).

Work Plan Component						
ID	Title	Description	Primary Capacity Area	Estimate Cost	Work Year	Action
1	Pollution Prevention _Recycling_	Owner is aieo	Technical	\$500	1.0	
2	celebrate the success of the program	Owner is aieo	Communication	\$35000	1.0	
3	get the work done	Owner is Raven We will open up the lands for restoration	Administrative	\$25000	1.0	

Figure 32

5.2 Update a Work Plan

A work plan may be created and saved as described in **Step 1 of Section 3.1**. Once the work plan is created, the work plan may continue to be edited and modified so long as the tribal user has not selected the send option and submitted the work plan to the Region. Once the work plan has been submitted, it must be referred by the PO in order for the recipient to edit it. The following is a high level visual display of the Edit or Modify process (Figure 33).



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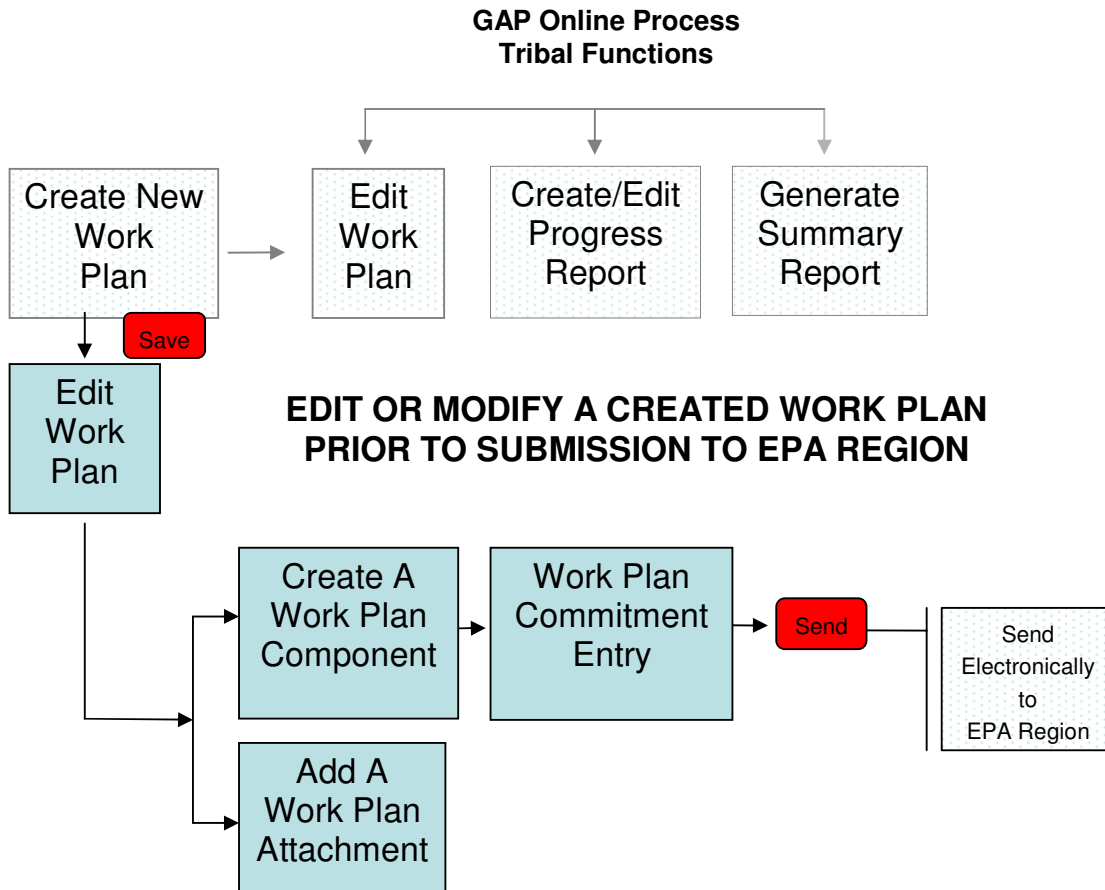


Figure 33

To update the work plan:

1. Select the **Edit Work Plan** option (Figure 34).

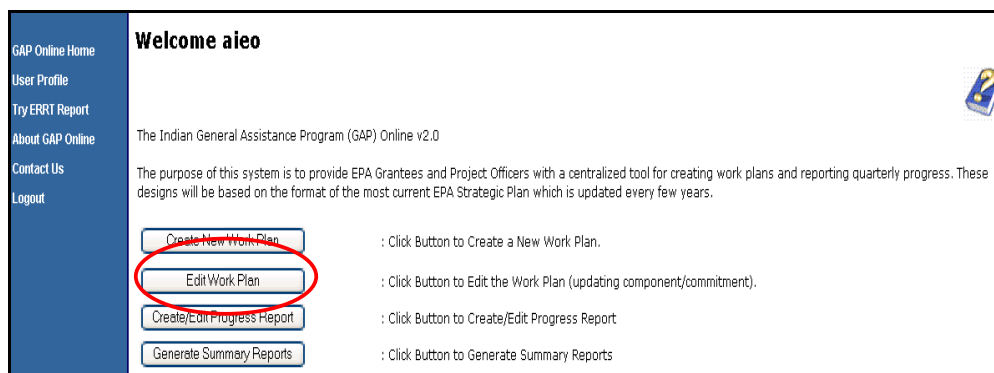




Figure 34



2.The Tribe's work plans will display (Figure 35).

GAP Online Home User Profile Try ERRT Report About GAP Online Contact Us Logout	View Work Plan					
	← Back GAP Home					
	Tribe: Raven Tribe Region: 20					
	Start	End	Total Cost	Status	Last Update	Action
	04/13/2009	12/23/2009	\$60500	Submitted	2008-10-01	 





10/01/2008	09/30/2009	\$0	Accepted	2008-09-17	
10/01/2008	09/30/2009	\$100	Created	2008-09-19	 

Figure 35

3. Identify the work plan with a status of "Created" from the list.

4. To update the work plan, select the option with the  icon under the **Action** column (Figure 36).

10/01/2008	09/30/2009	\$100	Created	2008-09-19	 
------------	------------	-------	---------	------------	---

Figure 36

5. Choose the **Send** button to send the updated work plan to the Region.

4.3 View Change History

A tribal user may wish to view a work plan's history. The View History provides a useful reference for the tribal user to review the change history associated with a work plan. The viewing option is often a convenient and quick reference point to determine if a particular action has been taken in the past.

Select the View History button to view details of the changes made for the selected work plan progress report (Figure 37).



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View Change History		Select View History	
Date	Author	Activity	Comment
09-17-2008 15:57	aieo	New Component	Component sfa was Created
09-17-2008 15:57	aieo	New Commitment	New Commitment was Created
09-17-2008 15:57	aieo	New Component	Component sfa was Created
09-17-2008 15:57	aieo	New Workplan	Workplan from 10/01/2008 to 09/30/2009 was Created
09-17-2008 15:58	aieo	New Commitment	New Commitment was Created
09-17-2008 15:59	aieo	New Commitment	New Commitment was Created

Figure 37

Select the View as PDF or Open Office options to view work plan in Portable Document Format (PDF) format or in Rich Text Format (Figure 38). To view and edit documents using the Open Office format, you will need to download a copy of Open Office from their web site (<http://www.openoffice.org/>) and install it on your local machine. Please note that the download for Open Office may take a considerable amount of time.

Tribe:	Raven Tribe	<input type="button" value="Tribal Background"/>
EPA Tribal Code:	999	
Region:	20	
Status:	Created	
Grant Number:	To be entered by Project Officer	
Author:	<input type="text" value="aieo"/>	
Work Plan Period: Begin:	<input type="text" value="04/13/2009"/>	<input type="button" value="Calendar"/>
End:	<input type="text" value="12/23/2009"/>	<input type="button" value="Calendar"/>
<input type="button" value="Save"/>		
<input type="button" value="View as PDF"/> <input type="button" value="View as Open Office"/> <input type="button" value="Print Change History"/>		

Select View as PDF Select View as Open Office Print Change History (Summary of activities)

Figure 38



5.4 Print Change History

A tribal user may print a work plan's change history. The Change History provides a useful reference for the tribal user to review the changes associated with a work plan. In particular, the change history is important if a work plan has been sent back

and forth, due to edits or modification, between the tribe and the EPA Regional Project Officer.

Select the **Print Change History** option to print a copy of the respective work plan change history report (Figure 39).

Date	Author	Activity	Comment
04/22/2007	aieo	New Component	Component Management of Environmental Office was Created
04/16/2007	aieo1	Negotiate WorkPlan	Workplan is sent back to Tribe Office for update:sdthgsdf
04/16/2007	aieo	Submit WorkPlan	Workplan was submitted to regional office
04/16/2007	aieo	Recall Work Plan	Work Plan was recalled
04/16/2007	aieo	Submit	Workplan was submitted to regional

Figure 39

5.5 Edit or Delete Work Plan Component

A work plan may be created and saved as described in **Step 1 of Section 3.1**. Once the work plan is created, the work plan may continue to be edited and modified so long as the tribal user has not selected the send option to submit the work plan to the Regional Project Officer.

Once the work plan has been submitted, the tribal user cannot edit, modify or delete a work plan or associated work component. The following is a high level visual display of the Edit or Modify process (Figure 40).

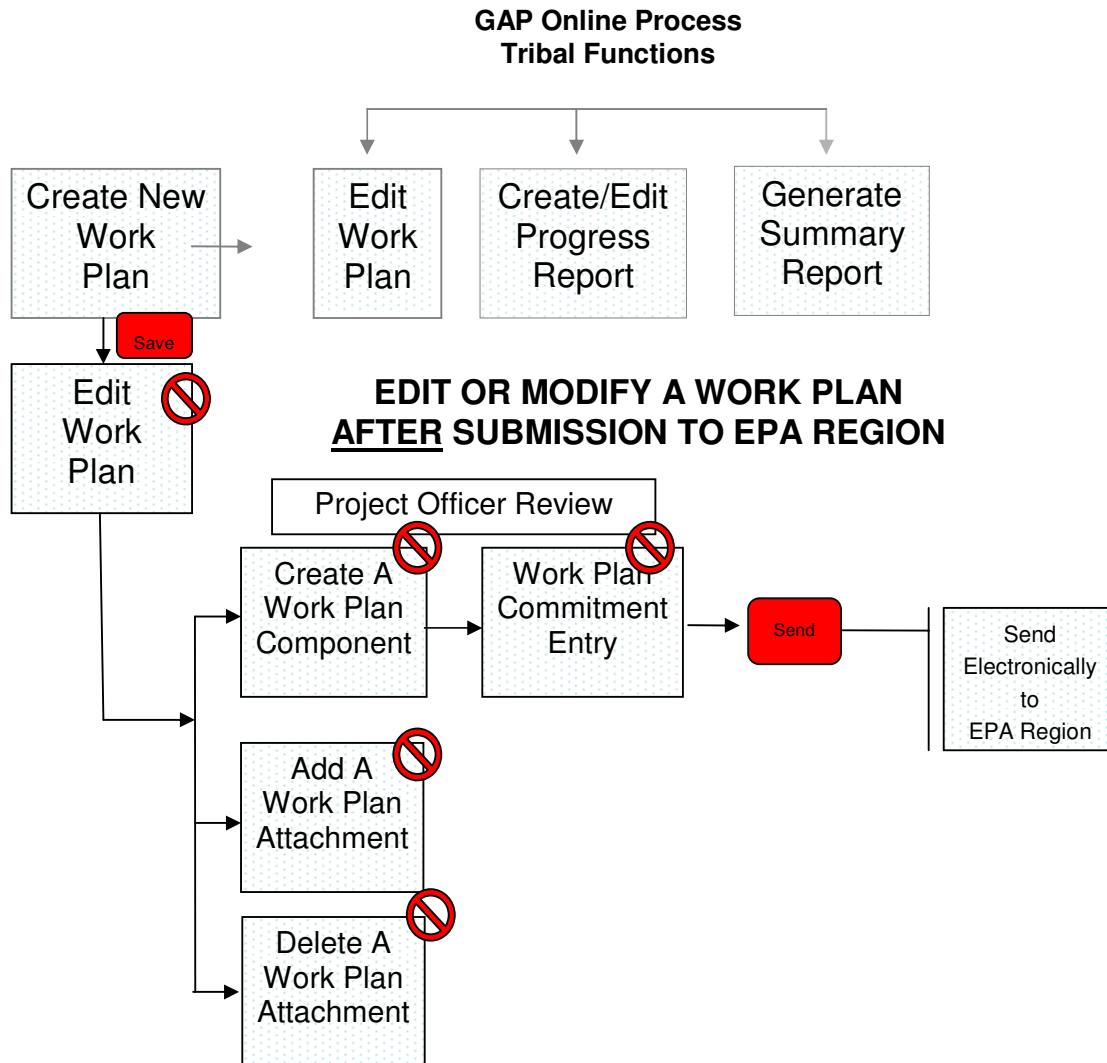


Figure 40

5.6 Recall a Work Plan

A tribal user can recall a work plan **ONLY** if it has not yet been opened by the PO. Once a work plan is opened for review by the PO, it will be locked and you will not be able to modify it until the PO refers it back to you.

To recall a work plan:

1. Select the **Edit Work Plan** option (Figure 41).



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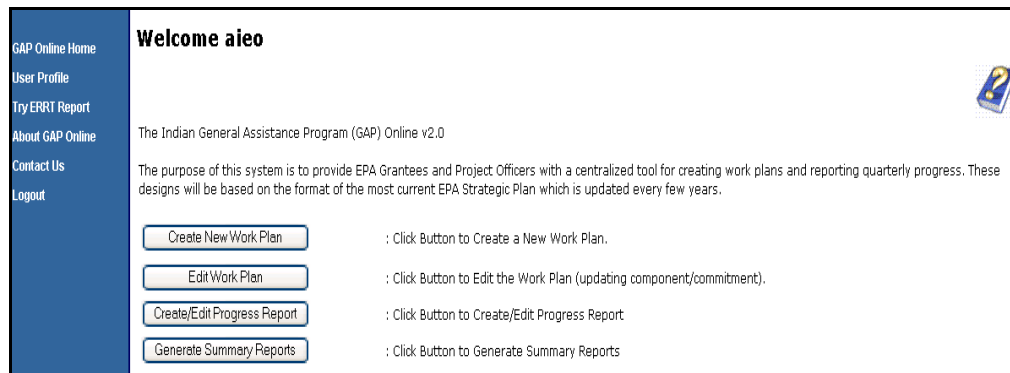



Figure 41

2. The tribe's work plans will display.
3. Identify the work plan from the list.
4. To recall the work plan, under the **Action** column, select the option with the  icon (Figure 42).





View Work Plan					
Tribe: Native Village of Diomedea (aka Inalik)					
Region: 10					
Fiscal Year	Start	End	Total Cost	Status	Action
2006	10/01/2007	09/30/2008	\$0	Accepted	
2006	10/01/2007	05/30/2009	\$0	Submitted	
2006	10/01/2007	09/30/2008	\$0	Created	
2006	10/01/2007	09/30/2008	\$0	Created	

Figure 42

5. You will be asked "Are you sure you want to RECALL this work plan?"
6. If you wish to RECALL this work plan, select **OK**.
7. If you do not wish to RECALL this work plan, select **CANCEL**.
8. If you select **OK**, an email will be automatically generated and sent to the Regional Project Office notifying them that the work plan has been recalled.



6 CREATE / EDIT PROGRESS REPORT

A Progress Report is a useful tool for a tribe to view and monitor a work plan. The Progress Report provides the ability to view work plan details and information. The Progress Report also allows the tribal user to update commitments and upload the deliverables associated with the commitments.

The following is a high level visual display of the overall View Progress Report Process Flow (Figure 43).

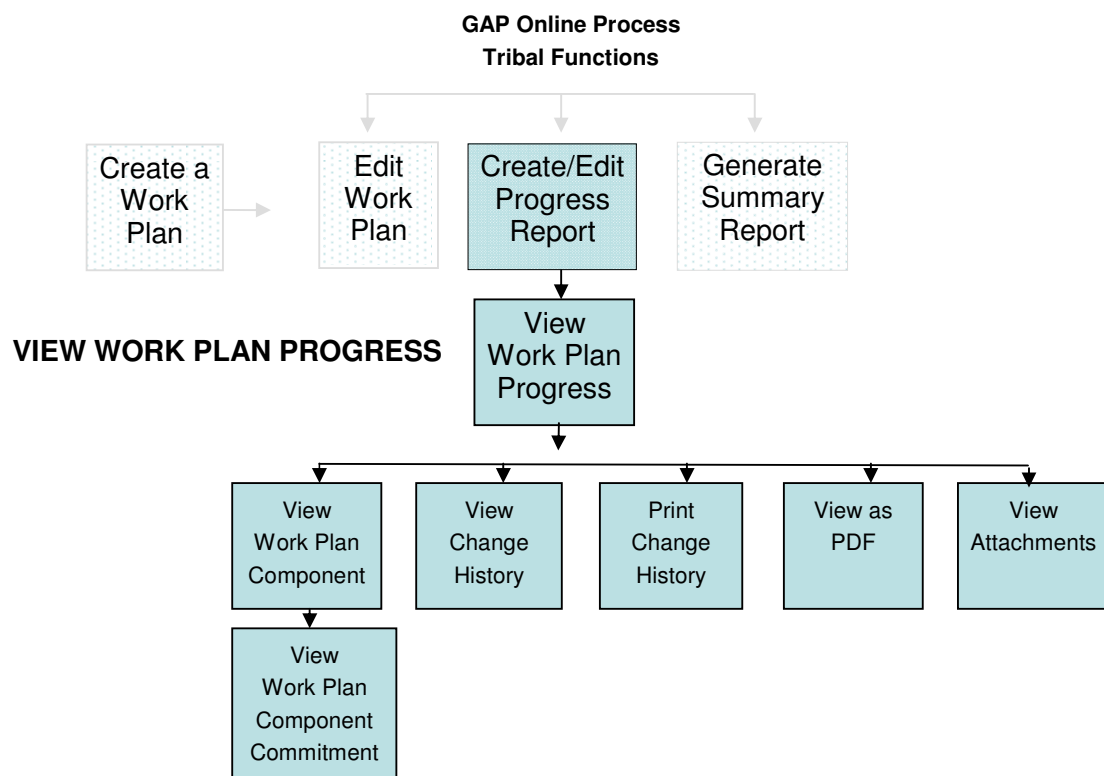


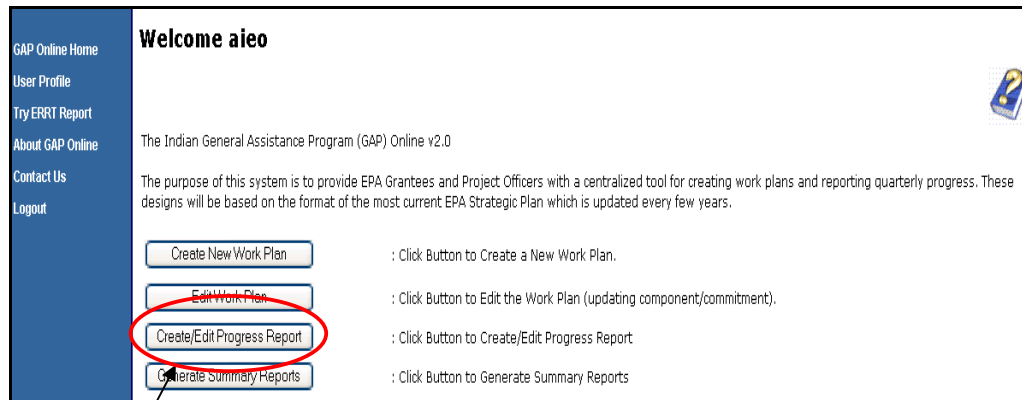
Figure 43



6.1 The Progress Report

To create or edit the progress report, follow these steps:

1. Select the Create/Edit Progress Report button in the GAP **Report Home** page (Figure 44).



Select Create/Edit
Progress Report

Figure 44

2. Select the appropriate work plan that you want to view for a specific time period by clicking on the work plan under the **Action** column (Figure 45).

Tribe: Raven Tribe

Region: 20

Start	End	Total Cost	Status	Last Update	Action
04/13/2009	12/23/2009	\$60500	Created	2008-10-01	
10/01/2008	09/30/2009	\$0	Accepted	2008-09-17	
10/01/2008	09/30/2009	\$100	Created	2008-09-19	

Select Work Plan to View

Figure 45



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3. Select the **View as PDF** option to view work plan progress reports in Portable Document Format (PDF) format (Figure 46).

Tribe: Raven Tribe Tribal Background

EPA Tribal Code: 999

Region: 20

Status: Created

Grant Number: To be entered by Project Officer

Author: aieo

Work Plan Period: Begin 04/13/2009
End 12/23/2009

View as PDF (Progress Report) Print Change History

View Change History

Select View as PDF

Work Plan Component

ID	Title	Description	Primary Capacity Area	Estimate Cost	Work Year	Action
1	Pollution Prevention _Recycling_	Owner is aieo	Technical	\$500	1.0	
2	celebrate the success of the program	Owner is aieo	Communication	\$35000	1.0	
3	get the work done	Owner is Raven We will open up the lands for restoration	Administrative	\$25000	1.0	

Figure 46

4. Select the **Change History** button to view detail of the change history of the selected work plan progress report (Figure 47).

Select View History

View History


Date	Author	Activity	Comment
06-25-2007 11:50	gap01	Upload Attachment	New Attachment was added to this work plan
06-25-2007 11:46	gap01	Update Component	Component Air Quality Monitoring : Env Outcome=Monitor air quality across the tribal village to determine measures necessary for compliance with The Clean Air Act of 1972 Intermediate=train staff on the data collection process and the subsequent data transfer protocols for providing the data to the EPA national data repository.
06-25-2007 10:41	gap01	Update Component	Component Travel and Training : workyear=0.25
06-25-2007 10:41	gap01	New Component	Component Travel and Training was Created
06-25-2007 09:40	gap01	New Component	Component Air Quality Monitoring was Created
06-25-2007 09:39	gap01	New Workplan	Workplan for fiscal year 2006 was Created




Figure 47



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5. Select appropriate Work Plan Component for review by clicking on the appropriate component link in the **Action** column (Figure 48).

 **Work Plan Component**

ID	Title	Description	Primary Capacity Area	Estimate Cost	Work Year	Action
1	Pollution Prevention_Recycling_	Owner is aieo	Technical	\$500	1.0	
2	celebrate the success of the program	Owner is aieo	Communication	\$35000	1.0	 View Work Plan Component
3	get the work done	Owner is Raven We will open up the lands for restoration	Administrative	\$25000	1.0	

Select Work Plan Component

Figure 48

6. Select the **Work Plan Component** button that indicates what the Capacity Area being addressed is with respect to the component (Figures 49).

 **View Change History**

Work Plan Component:  Environmental Research  Select Work Plan Component

Figure 49

7. Expand the icon on the **Work Plan Component** field to view the component description (Figures 50).



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<u>Work Plan Component:</u>	Environmental Research
<u>Primary Capacity Area Developed:</u>	Communication
<u>Estimated Component Cost:</u>	\$1000
<u>Estimated Work Year (FTE):</u>	0.5 Year
<u>Description:</u>	Owner is aieo Convene the Open Waters Watershed Forum to manage and monitor water fowl within the Open Waters Reservoir and the wetlands surrounding the reservoir. Water quality of the reservoir within the tribe's lands will be the focus of the forum as well as the protection and management of the wetlands surrounding the reservoir. The Watershed forum will be the starting point for a comprehensive watershed management plan that addresses immediate concerns _pollution sources in the community_ and long-term issues from existing and potential development around the reservoir.
<u>Environment Outcome:</u>	Conduct monthly meetings for the tribe and all neighboring tribes / communities that are identified as stakeholders in the watershed management.
<u>Intermediate Outcomes</u> * :	Convene 2 regional meetings to discuss issues specific to the Op

Figure 50

8. Select the **Attachment** button to view the detail list of any associated attachments for the component (Figure 51).

Attachment		Select Attachment icon				
Work Plan Component						
ID	Title	Description	Primary Capacity Area	Estimate Cost	Work Year	Action
1	Develop a watershed restoration plan	Owner is aieo - use the EPA Watershed Plan Builder to start a watershed restoration plan	Technical	\$3500	1.0	
2	Pollution Prevention _Recycling_	Owner is aieo - Create a new recycling program for the community	Technical	\$850	0.6	

Figure 51

9. Select the appropriate attachments for review (Figure 52).



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The interface shows a magnifying glass icon next to the word "Attachment". Below this is a text input field containing the filename "C_Temp_Watshed Restoration Plan.txt". To the right of the text field is a red "X" icon. Below the text field is a "Browse..." button. To the right of the "Browse..." button is a green plus icon with a document symbol.

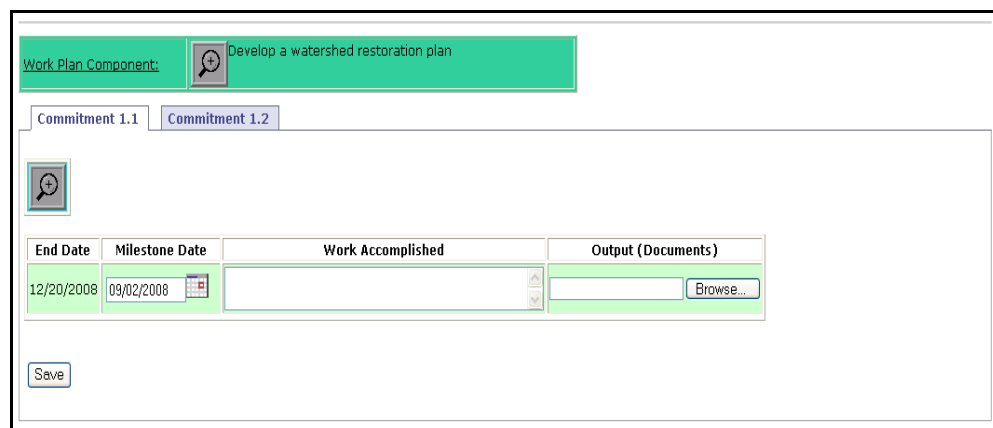
Select Attachment for review

Figure 52

6.2 Updating Progress on Commitments

Commitments are updated within the Progress Report to reflect their completion. Deliverables associated with the completed commitment can also be uploaded as attachments.

1. Select the component of the work plan that will be updated from the View Work Plan Progress Report page.
2. If a commitment has been created for the component (Section 3.3, Create a Work Plan Commitment), it can be updated to reflect completion date or upload a deliverable (Figure 53).



The interface shows a "Work Plan Component:" label next to a green box containing a magnifying glass icon and the text "Develop a watershed restoration plan". Below this are two tabs: "Commitment 1.1" and "Commitment 1.2". Under "Commitment 1.2", there is a magnifying glass icon. Below the icon is a table with four columns: "End Date", "Milestone Date", "Work Accomplished", and "Output (Documents)". The "End Date" column contains the date "12/20/2008". The "Milestone Date" column contains the date "09/02/2008" with a calendar icon. The "Work Accomplished" column is empty. The "Output (Documents)" column contains a "Browse..." button. Below the table is a "Save" button.

Figure 53

3. The commitment can be updated to reflect the milestone date in which it is completed and any deliverables associated with the completed work. The



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text box, **Work Accomplished**, allows users to update the status of the commitment and note additional requirements for the commitment.

- To upload documents related to a Commitment, select the **Browse** button under the **Output (Documents)** column (Figure 54). Click the **Save** button to store the updated file.

The screenshot shows a web interface for managing commitments. At the top, there's a green header bar with a magnifying glass icon and the text "Develop a watershed restoration plan". Below this, there are two tabs: "Commitment 1.1" (selected) and "Commitment 1.2". Under "Commitment 1.1", there's a magnifying glass icon. Below that is a table with four columns: "End Date", "Milestone Date", "Work Accomplished", and "Output (Documents)".

End Date	Milestone Date	Work Accomplished	Output (Documents)
01/22/2009	09/02/2008	Draft of the watershed restoration plan with watershed restoration parameters	C Temp Watershed Restoration Plan.txt <input type="button" value="Browse..."/>

At the bottom left of the table area is a "Save" button.

Figure 54

- Select the **Print Change History** option to print a copy of the respective work plan change history report (Figure 55).

The screenshot shows a report titled "Work Plan Change History". At the top left is a button labeled "Print Change History". To its right is the text "Select Print Change History" with an arrow pointing to the button. Below this is a form with the following fields:

Tribe: Raven Tribe
EPA Tribal Code: 999
Region: 20
Status: Created
Grant Number: To be entered by Project Officer
Author: aieo
Work Plan Period: **Begin** 01/05/2009 **End** 12/28/2009

At the bottom is a table with four columns: "Date", "Author", "Activity", and "Comment".

Figure 55



7 SUMMARY REPORTS

To access the Summary Reports available, select the **Generate Summary Reports** option from the GAP Welcome screen.

The following is a high level visual display of the overall Generate Summary Report Process Flow (Figure 56).

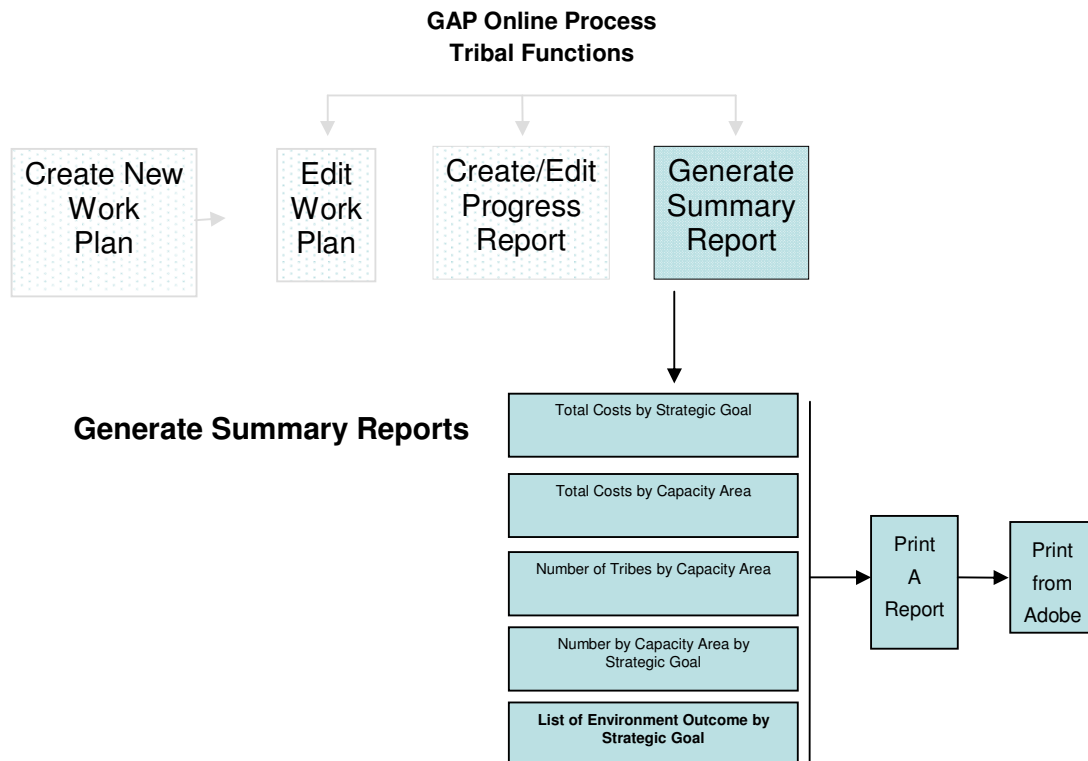
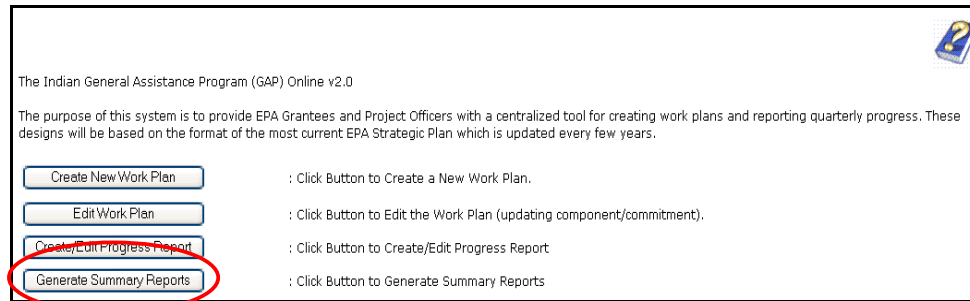


Figure 56



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1. Select **Generate Summary Reports** from the menu selections on the GAP **Welcome** screen (Figure 57).



Select Generate Summary Reports

Figure 57

2. The **Generate Summary Reports** page will appear (Figure 58).

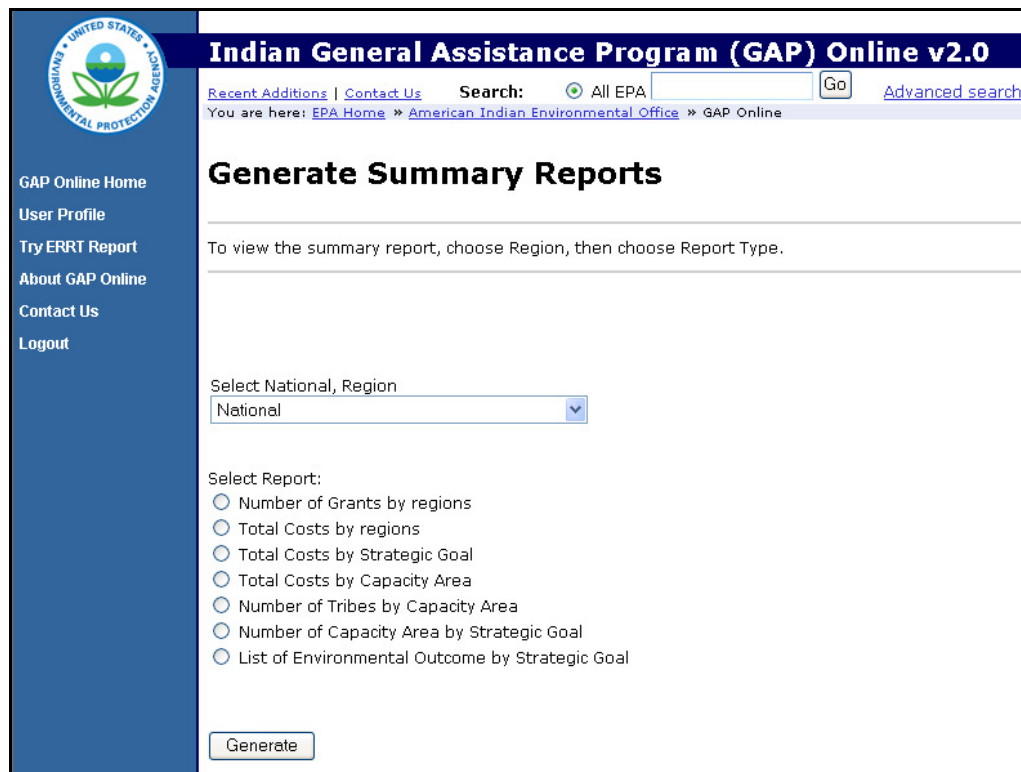


Figure 58



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3. The various select reports will display for you to select (Figure 59).

Select National, Region
National

Select Report:

- ☐ Number of Grants by regions
- ☐ Total Costs by Strategic Goal
- ☐ Total Costs by Capacity Area
- ☐ Number of Tribes by Capacity Area
- ☐ Number of Capacity Area by Strategic Goal
- ☐ List of Environmental Outcome by Strategic Goal

Figure 59

4. From the drop down list, you may select a report that is inclusive at the national and regional level (Figure 60).

Select National, Region
National
National
Region 1
Region 2
Region 4
Region 5
Region 6
Region 7
Region 8
Region 9
Region 10

Select Region

Figure 60

The following Summary Reports are available for the Tribal user.

- Total Costs by Strategic Goal
- Total Costs by Capacity Area
- Number of Tribes by Capacity Area
- Number of Capacity Area by Strategic Goal
- List of Environment Outcome by Strategic Goal

Each report is visually displayed in sections 7.1 to 7.5



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7.1 Total Costs by Strategic Goal

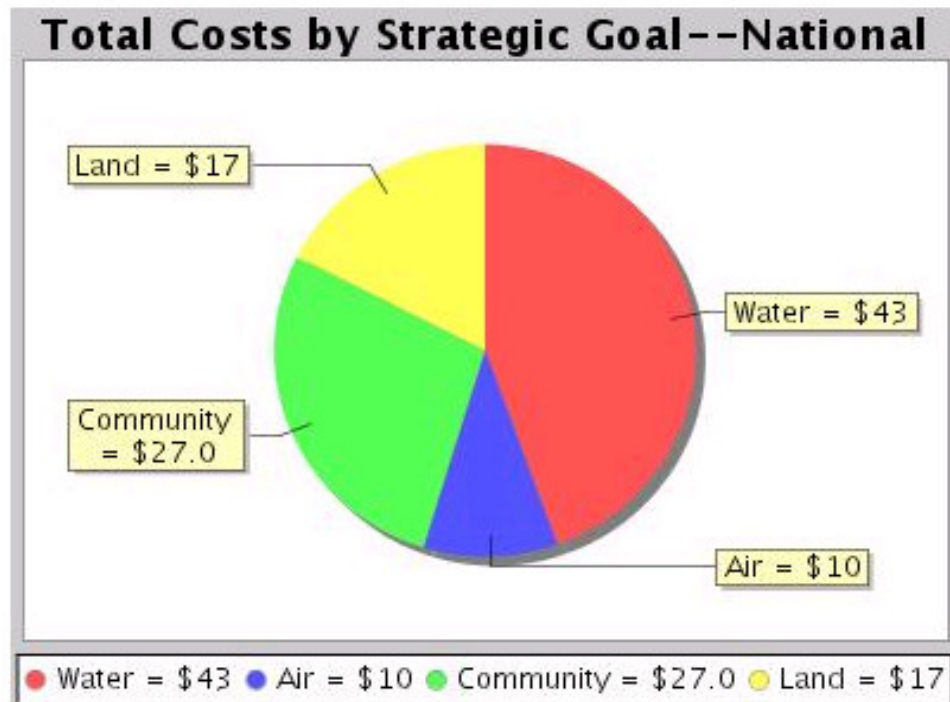


Figure 61



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7.2 Total Costs by Capacity Area

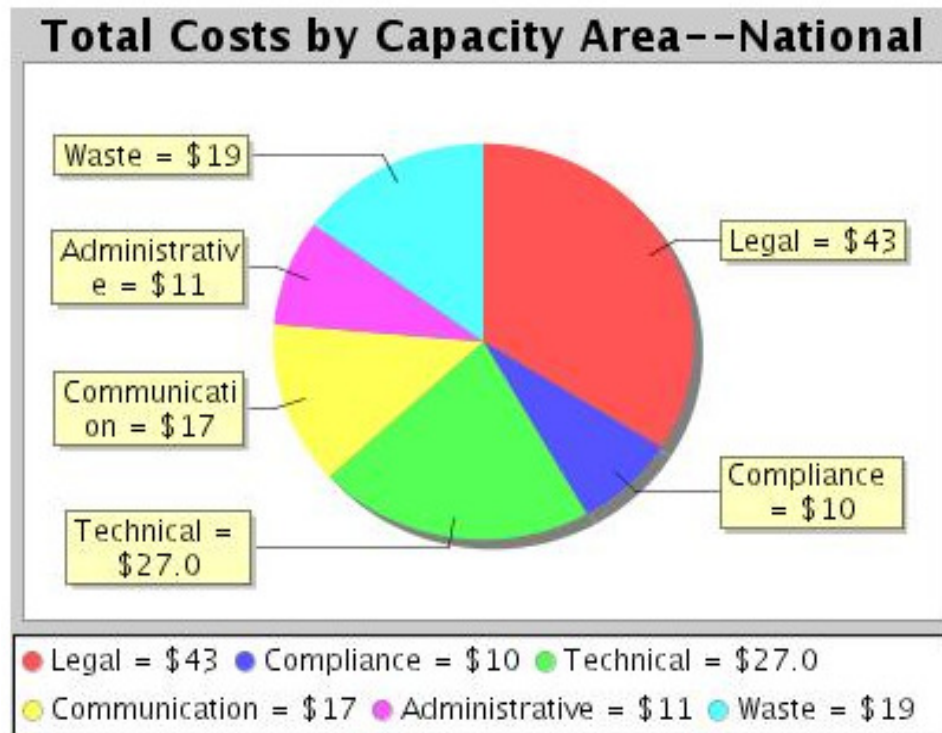


Figure 62



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7.3 Number of Tribes by Capacity Area

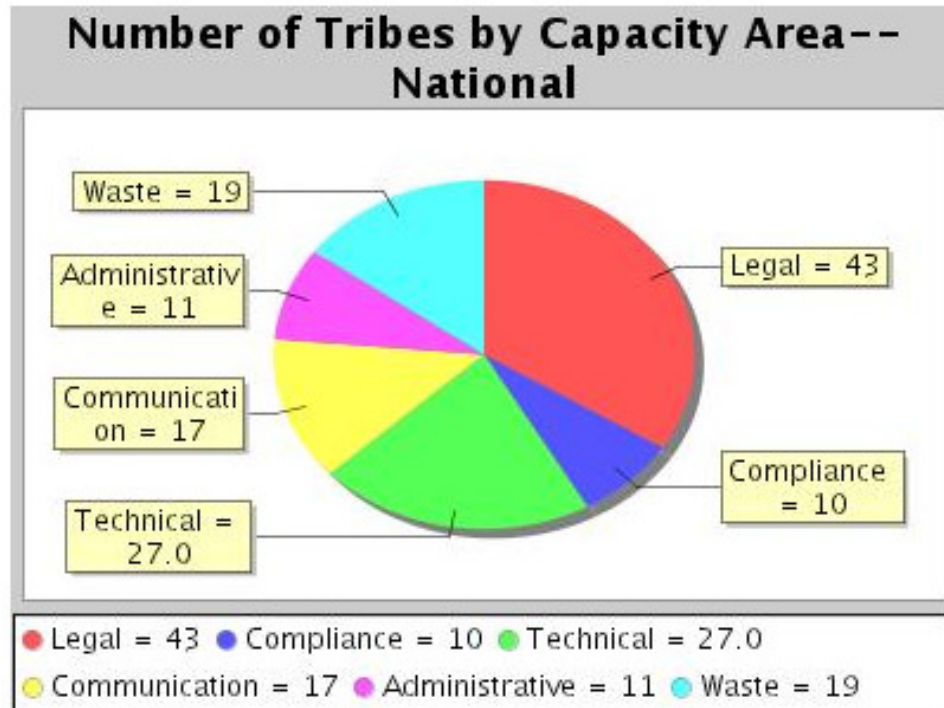


Figure 63



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7.4 Number of Capacity Area by Strategic Goal

Tribal Report

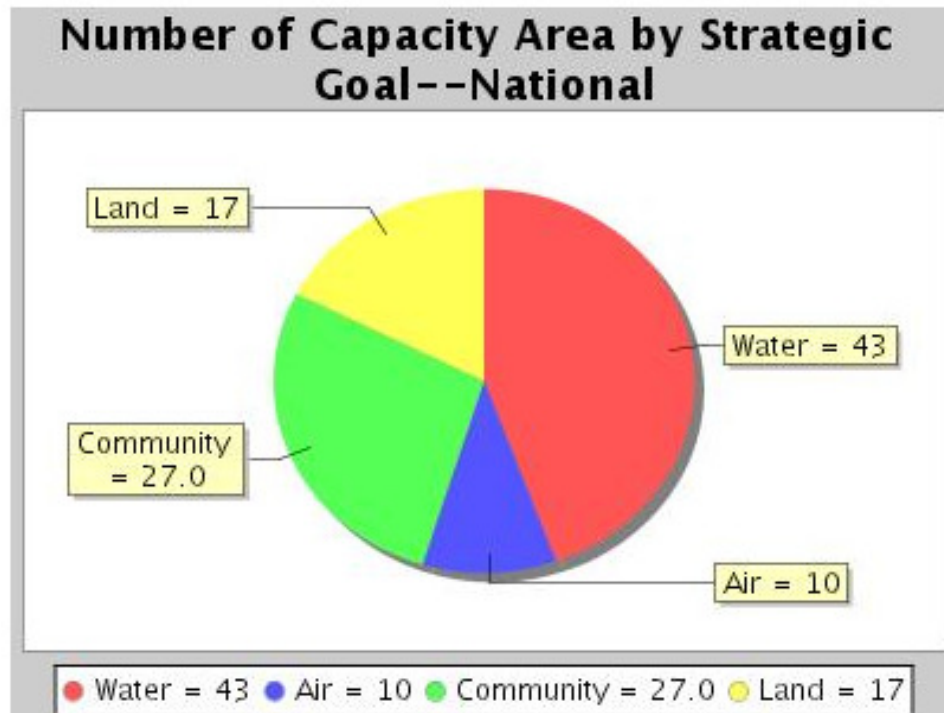


Figure 64



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7.5 List of Environment Outcome by Strategic Goal

Strategic Goal	Environment Outcome
Water	<ul style="list-style-type: none">• Protect water• Protect watershed• Protect drinking water
Air	Promote air safety
Community	Protect community

Figure 65



8 ACRONYMS AND DEFINITIONS

8.1 Acronyms

The following acronyms were used in this document.

Acronym	Definition
AIEO	American Indian Environmental Office
EPA	United States Environmental Protection Agency
ERRT	Environmental Results Reporting Tool
FY	Fiscal Year
GAP	General Assistance Program
HQ	Headquarters
PDF	Portable Document Format

8.2 Definitions

The following words and related definitions are provided for ease in understanding the use of the word reference in this document.

American Indian Environmental Office (AIEO). The AIEO leads an agency-wide effort to work with 572 federally-recognized tribes, as well as intertribal consortia, located in nine of EPA's ten regions.

Data Entry Field. Fields in which a selection or data entry may be completed.

Lookup Field. Field that displays the available selections.

Drop-down List. Field that provides a drop down list of available options.

Display-only Field. Field pre-populated with data that cannot be edited or changed.

Work Plan. A work plan is created by a tribe on an annual basis. The work plan is composed of multiple components with multiple commitments.